

ROUTING AND RECORD SHEET

SUBJECT: (Optional) STAT Proposed [redacted] Agency Off - Campus Program		BD/A Registry 79-2360	
FROM: STN Chief, Regulations Control Division		EXTENSION: [redacted]	NO. [redacted]
TO: (Officer designation, room number, and building)		DATE: 16 JUL 1979	BD/A Registry File 04M-1
	RECEIVED	FORWARDED	OFFICER'S INITIALS
1. [redacted]		16 JUL 1979	[initials]
2. [redacted]			
3. [redacted]			
4. [redacted]			
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COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)			
The attached bulletin is forwarded for your approval. It was initiated by the Office of Training to announce the fall session of the Off-Campus Program.			

79-2360



# EMPLOYEE BULLETIN

STAT

## AGENCY OFF-CAMPUS PROGRAM

The Agency Off-Campus Program, sponsored by the Office of Training in cooperation with the University of Virginia School of Continuing Education, will be conducted again this fall at the Headquarters Building.

### 1. DESCRIPTION

a. Courses offered are approved by the University of Virginia School of Continuing Education, and academic credit is given upon successful completion. Students desiring to transfer credits earned in the program to another educational institution should consult that institution as to the acceptability of courses and credit before enrolling in the Off-Campus Program.

b. All instructors are Agency employees. They must be approved for teaching by the University of Virginia, and instructors' salaries are paid directly by the University.

c. Academic counseling to assist employees in their educational and vocational planning is provided by the University of Virginia, Falls Church Regional Center. Appointments may be made by calling 532-5800. The counselor will be available during the registration at Headquarters Building.

### 2. SPONSORSHIP

a. Funding by the Agency depends on:

(1) The relevance of a proposed course to the employee's current or prospective assignment.

(2) Career management policy involving formal upward mobility programs. This is a systematic management effort to develop and implement specific career opportunities for employees who are in positions that do not enable them to realize their full work potential.

b. The tuition fees of \$31.00 a credit hour for undergraduate courses, \$33.00 a credit hour for graduate courses, and the \$5.00 registration fee are funded by the Office of Training for sponsored employees. Overt employees who are not sponsored for the program but wish to participate may do so by paying their own registration and tuition fees.

c. Only openly identified Agency employees may receive academic credit from the University. Others may participate in the program but cannot receive credit. These employees can attend class, take examinations, and receive a grade (this will not be forwarded to the University), and the training will be recorded in the official Agency Training Record.

d. It is the responsibility of each student to submit the final grade report to the Office of Personnel for inclusion in the Official Personnel File.

e. Any sponsored student who withdraws from a course for reasons other than convenience of the Agency or unusual personal circumstances may be required to reimburse the Agency for the tuition and registration fees. A student withdrawing prior to the second class session will not incur a penalty if the Off-Campus Coordinator and instructor are notified in advance of the withdrawal. Students withdrawing after the second class session must also inform the instructor. In addition, a student who withdraws must submit a memorandum to the Office of Training, via the component Training Officer, giving the justification.

3. **LEGAL LIMITATIONS.** Statutory legislation (Title 5, U.S. Code, Chapter 41) on training sponsorship also applies to the Off-Campus Program. For example:

a. The employee must have completed at least one full year of current continuous civilian Government service.

b. Training may not be for the purpose of obtaining an academic degree required to qualify for a particular position.

4. **REGISTRATION.** Form 136, Request for Training at Non-Agency Facility, should be forwarded to the Training

Support Division, Office of Training, Room 826 Chamber of Commerce Building, through the component Training Officer. Registration for the fall semester will be held on Wednesday, 22 August 1979, in the Headquarters Auditorium from 10:00 a.m. to 3:00 p.m. Representatives from the University of Virginia will be available for counseling in the Auditorium. Employees unable to register at the scheduled time may do so in Room 826 Chamber of Commerce Building prior to 4 September 1979. Those wishing advance registration should make an appointment by calling extension 3396 or 2337.

5. SCHEDULE. The fall semester will begin the week of 10 September 1979 and continue for 15 weekly sessions. The proposed curriculum is attached to this bulletin. Courses will be conducted from 5:30 to 8:20 p.m. Except where otherwise indicated, classes will be held in the Headquarters Building.

6. CANCELLATION OF COURSES. Every effort will be made to conduct all courses. A course may have to be canceled, however, if enrollment is insufficient to meet the University's minimum enrollment requirement.

Attachment

For approval to publish:



Deputy Director  
for  
Administration  
17 JUL 1979

STAT

DISTRIBUTION: ALL EMPLOYEES

Distribution: 0 - RCD  
1 - DDA Signature  
1 - DDA Chrono SUBJECT

PROPOSED COURSES FOR FALL 1979 SEMESTER

ACCOUNTING

COMM 201 FINANCIAL ACCOUNTING (3)

A general education course designed to introduce students to the language of business. Course begins with the role of financial data in contemporary society and then proceeds to develop the accounting model for capturing financial data, followed by the problems of measuring and reporting income, assets, liabilities, and equities.

STAT Instructor:  Evening: Monday Room: 1A-07

BUSINESS ADMINISTRATION

GSCM 340 CAPITAL BUDGETING AND ENGINEERING ECONOMY (3)

Examines the principles and techniques needed for reaching decisions about capital budgeting, emphasizing the quantitative measure used in evaluating investment alternatives.

STAT Instructor:  Evening: Tuesday Room: 4F31

COMMUNICATION

SPEE 106 PUBLIC SPEAKING (3)

The development of skills in the preparation, delivery, and criticism of speeches, with emphasis on the function of audience analysis, evidence, organization, language, and style.

STAT Instructor:  Evening: Thursday Room: 1A07

ECONOMICS

ECON 201 PRINCIPLES OF ECONOMICS (6 - upon completion of ECON 201 and 202. No credit is granted unless both semesters are completed.)

The principles of economics and their bearing on present American conditions; structural and functional aspects of the economy.

STAT Instructor:  Evening: Tuesday Room: 6F25

ECONOMICS (Continued)

ECON 421\* INTERNATIONAL TRADE THEORY AND PRACTICE (3)

The importance of trade in the world economy, the historical development of international trade, modern theories of international trade and international prices, the mechanism of international payments, and current import-export practice.

STAT \*Prerequisite: ECON 201 and 202

Instructor:  Evening: Tuesday Room: 3E62

ECON 453\* ECONOMICS OF THE SOVIET UNION AND EASTERN EUROPE (3)

Analysis of Soviet-type economies.

STAT \*Prerequisite: ECON 201 and 202

Instructor:  Evening: Tuesday Room: 6D29

ENGLISH

ENWR 201 ADVANCED EXPOSITORY WRITING (3)

Teaching students how to write clear and effective prose is the primary aim of this course.

Instructor: TBA Evening: Monday Room: 3E62

CECM 353 WRITTEN BUSINESS COMMUNICATION (3)

The principal problems of composition at the level of word, section, and whole composition; review of various types and forms of organization used commonly in acceptable compositions; practice in logical and contextual analysis.

STAT

Instructor:  Evening: Thursday Room: 4F31

GEOGRAPHY

CESM 106 WORLD REGIONAL GEOGRAPHY (3)

The natural and cultural qualities of the major regions of the world. Elementary map skills are introduced.

STAT

Instructor:  Evening: Thursday Room: 2D03

HISTORY

CESS 351 MODERN ISLAMIC WORLD (Policy, Politics, and Religion) (3)

This course is designed to explore the critical role played by Islam in the Muslim world today. After sketching out the historical background and the classical tradition, it will cover consideration of the impact of the West on Islam and how Islam has responded to modernization, and will survey the dynamic interaction between Islam and society. Using numerous country examples drawn from diverse regions of the Islamic world, it will come to grips with current issues of international relevance. A final goal of the course will be to understand how Islam affects decisionmaking in the modern Middle East.

STAT

Instructors:  Evening: Monday Room: 2D47

INFORMATION SCIENCE

CEIS 102 INTRODUCTION TO INFORMATION SYSTEMS (3)

An introduction to information systems, unit record equipment, unit record-processing functions, the components of an electronic data processing system, and other basic information systems equipment, and a survey of the programming process.

STAT

Instructor:  Evening: Monday Room: 2D03

CEIS 104\* COMPUTER LOGIC AND PROGRAMMING TECHNIQUES (3)

Offers instruction in the nature of data for computer processing, basic computer concepts, data-file concepts, symbolic representation of programming logic, problem-solving techniques, using flowcharts, decision tables, and the relationships between decision table logic and flow-charting logic.

STAT

\*Prerequisite: CECM 355 or permission of instructor.

Instructor:  Evening: Wednesday Room: 2D47

INFORMATION SCIENCE (Continued)

CEIS 106 MATHEMATICS FOR INFORMATION SYSTEMS 1 (3)  
(Good background in high school algebra strongly recommended)

A presentation of quantitative and logic methods of understanding and dealing with problems found in programming, data processing, and information systems. Topics covered include mathematical notation, functions, equations, inequalities, number basis and representation, set theory, elements of logic, quantifiers, canonical reduction, and Boolean algebra. This course will cover a number of mathematical concepts and topics which are essential in data processing and information systems, but which are not dealt with in traditional college mathematics courses.

STAT

Instructor:  Evening: Monday Room: 6F25

CECM 355\* INTRODUCTION TO QUANTITATIVE METHODS I (3)

An introduction to statistical analysis and methods of summarizing economic and business data for purposes of decisionmaking. Emphasis is given to descriptive statistics and applications. Topics covered include basic algebra concepts relative to the study of statistics, measurement of central tendency and variation, elements of probability theory, normal curve analysis, simple correlation and linear regression analysis, and time series analysis.

\*Prerequisite: One year of college mathematics recommended.

STAT

Instructor:  Evening: Thursday Room: 2D47

MANAGEMENT

COMM 361 MANAGEMENT OF ORGANIZATIONS (3)

An introduction to the management of complex organizations. The course surveys the entire management process and its related concepts and variables including the relationship of the business firm (and other complex organizations) to society, human behavior, and the integration of human and other resources. Short case studies and independent projects are used.

STAT

Instructor:  Evening: Wednesday Room: 3E62



MANAGEMENT (Continued)

COMM 362\* HUMAN BEHAVIOR IN ORGANIZATIONS (3)

The objectives of this course are to develop skills in recognition and analysis of problems in human interactions.

\*Prerequisite: COMM 361 or permission of the instructor.

STAT Instructor:  Evening: Tuesday Room: 2E62

CECM 469\* SEMINAR IN MANAGEMENT (3)

A course dealing with advanced topics in management. The emphasis will be on having the student develop the necessary skills and attitudes in decisionmaking, planning, putting plans into operation, and in evaluating the effectiveness of the means employed in achieving given objectives. Cases, selected readings, and class projects will be employed.

\*Prerequisite: COMM 362 or permission of the instructor.

STAT Instructor:  Evening: Wednesday Room: 4F31

CECM 469\* SEMINAR IN MANAGEMENT (Complex Technical Organizations) (3)

This course will take a systematic approach to defining the critical elements in complex, technical organizations from a management perspective. Emphasis will be placed on the interface between the human and technical subsystems.

\*Prerequisite: A basic course in Management or Business Administration or equivalent work experience as a manager in a large organization.

STAT Instructors:  Evening: Monday

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MATHEMATICS

CEMA 101 FUNDAMENTALS OF CONTEMPORARY MATHEMATICS I (3)

The basic mathematical principles of geometry, algebra, numerical systems, set theory, and logic will be presented. This course will aid students entering information systems training as a preparatory background. It is strongly recommended as a refresher for students who have had no recent mathematical training. It is also for those students who have had only limited contact with the material covered in this course.

STAT Instructor:  Evening: Monday Room: 6D29

PSYCHOLOGY

PSYC 117 INTRODUCTION TO PSYCHOLOGY (3)

A general psychology course as an introduction to the study of the principles of behavior which relates experimental data to practical problems.

STAT Instructor:  Evening: Wednesday Room: 2E62

PSYC 260\* SOCIAL PSYCHOLOGY (3)

Interpersonal stimulation and response: socialization, cultural behavior, group norms, group roles, states, and attitudes.

\*Prerequisite: PSYC 117 or permission of the instructor.

STAT Instructor:  Evening: Monday Room: 4F31